



**United Way**  
*of the Brazos Valley*

Shauna Laauwei  
City of College Station  
1101 Texas Avenue  
College Station, TX 77842

August 10, 2000

Dear Mrs. Laauwei,

Please allow this letter to serve as our official request to post two (2) banners on City of College Station property. The purpose of the banners is to publicize the United Way of the Brazos Valley's annual fundraising campaign, with runs from September 1<sup>st</sup> to October 31<sup>st</sup>. We would like to have the banners posted as soon as is possible; we would like them to remain posted for the duration of the campaign.

The banners measure 4 feet high by 10 feet wide and read, "United Way of Brazos Valley, 2000 Campaign, September 1 – October 31." The United Way logo is also on the banners.

We would like to post banners at the following two locations: the College Station water tower at the corner of Texas Avenue and Hollman, and the lot formerly containing a water tower at the corner of University Drive and Tarrow.

If you need further information, please do not hesitate to contact me at (979) 774-4535. Thank you very much for your assistance.

Sincerely,

Rebecca Wood  
Marketing & Communications Specialist